

ATTACHMENT 4

**Excerpts from KDAF Employee Handbook
Application Form
Sample EEO Notices
Sample KDAF Website Job Posting
Script for EEO PSA**

C O M P A N Y - W I D E

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SECTION 2 COMPANY-WIDE POLICIES

General Information

DISCLAIMER

Nothing contained in this handbook or in any other materials or information provided to you in connection with your employment creates a contract between you and Tribune and/or its business units. Employment at the Company is on an at-will basis. This means you have the right to terminate your employment at any time. Likewise, the Company has the right to discipline or terminate you or change the terms of your employment, at any time, with or without cause or advance notice. No supervisor/manager can enter into a contrary agreement, unless expressly authorized to enter into a written employment contract with you by the head of the business unit.

This handbook is intended to provide a general overview of Tribune and/or its business units' policies and benefits and does not represent a comprehensive review of all such policies and benefits, and, with the exception of the policy of at-will employment, these policies may be changed from time to time at the Company's sole discretion. To ensure that you are using the most recent version of this handbook, you should consult the Web site at http://triblink.trb/intranet/site/Tribune_Handbook. Violations of any of the policies in this handbook could result in corrective action, including termination of your employment. This handbook replaces and supersedes all prior handbooks, policies or other information you may have received concerning your employment.

ABOUT THIS HANDBOOK

Welcome to Tribune! We are happy to have you as a member of our team.

This handbook is designed to answer commonly asked questions concerning policies at Tribune. References in this handbook section to "Tribune," "Tribune Company," or the "Company" mean Tribune and its business units. "Human Resources" refers to the appropriate staff at your location, unless otherwise specified. You should also refer to the local and benefits policies. The policies are available on the Intranet. If at any time you have questions that are not addressed in the materials you have been given, you should consult with your supervisor/manager or Human Resources.

This handbook applies to eligible employees of Tribune and its business units. There may be some exclusions for certain employees, such as part-time employees and employees covered by a collective bargaining agreement.

Employment

EQUAL EMPLOYMENT OPPORTUNITY

Tribune believes in equal employment opportunities for all, regardless of race, color, religion, sex, national origin, age, sexual orientation, disability or any other legally protected classification. It is the Company's policy to hire and promote the most qualified applicants and to comply with all federal, state and local equal employment opportunity laws. Tribune also is committed to maintaining a work environment free of all forms of employment discrimination and/or harassment.

This policy governs employment and all the Company's terms and conditions of employment, including, but not limited to, policies and practices affecting recruitment, recruitment advertising, hiring, promotion, demotion, termination, transfers, reclassification, selection for training, compensation, benefits, Company-sponsored educational programs and all other aspects of employment. Our Harassment Policy also extends to every aspect of the work environment, including abuse of electronic mail and all other forms of communications.

ANTI-HARASSMENT

Tribune is committed to providing its employees a professional work environment free from harassment or any unwelcome conduct based on an individual's race, color, religion, sex, national origin, age, sexual orientation, disability, or any other legally protected classification. Tribune has "zero tolerance" for such conduct. This commitment is in keeping with the Company's equal employment opportunity policy and practices and with applicable statutes and regulations.

Any conduct, whether verbal, physical, or visual, that creates a hostile, offensive or intimidating work environment constitutes harassment under this policy. Harassment includes, but is not limited to, the following:

- ~~///~~ Physical or verbal abuse (demeaning, insulting comments)
- ~~///~~ Derogatory or off-color jokes
- ~~///~~ Slurs (racial, ethnic, religious, gender, age, etc.)
- ~~///~~ Unwelcome physical contact of any nature
- ~~///~~ Taunting, intended to provoke an employee
- ~~///~~ Display or circulation of written materials or pictures (hard copy, via electronic mail, etc.) that are derogatory to males, females, persons with disabilities, or to racial, ethnic, religious, and other protected groups
- ~~///~~ Unwarranted and unfounded charges and complaints brought against a fellow employee with intent to discredit, harass or in any way harm that employee
- ~~///~~ Unwelcome and unsolicited sexual advances
- ~~///~~ Requests for sexual favors used as a condition of employment or affecting any personnel decisions, such as hiring, promotion, transfer, performance appraisal, compensation
- ~~///~~ Employment opportunities or benefits granted to one individual over another individual as a result of submission to or rejection of sexual advances.

The Company prohibits any employee, co-worker, supervisor, manager, outside vendor, consultant, customer, agent, officer or director of the Company from harassing any Company employee or applicant. The Company views such actions as extremely serious misconduct. It is the responsibility of each employee to ensure that these prohibited activities do not occur. Violations of this policy will result in disciplinary action, including possible discharge.

Further, the Company believes harassing conduct or language directed at Company employees by outside vendors, consultants, etc., is an affront to Tribune business ethics, beliefs and practices. As a representative of Tribune, you should state that harassing conduct or language violates Company policies. Similarly, you are prohibited from engaging in any harassing conduct toward outside vendors, consultants, customers or others.

If you feel that you have been or are being harassed, or have witnessed any conduct inconsistent with this policy, you are to immediately bring it to the attention of your department head, to human resources at your business unit or if you prefer, to Luis Lewin, senior vice president/human resources of Tribune. Mr. Lewin may be reached at 312/222-4581. Complaints will be investigated and resolved in a thorough and timely manner. Every effort will be made to ensure confidentiality throughout the complaint/investigation process to the greatest extent possible. Retaliation against anyone who complains of harassment, who provides information relating to such complaints or who otherwise

cooperates in any harassment investigation is in itself a violation of this policy. Employees who experience or witness any conduct they believe to be retaliatory are to immediately follow the reporting procedures stated above. *Reissued 1/04*

EMPLOYMENT OF RELATIVES

To prevent favoritism and possible conflicts of interest, employment of relatives of employees at the vice president level and above at Tribune or any of its business units is prohibited, except as provided under applicable law.

This policy may not apply in certain cases where relatives were employed prior to a company acquisition or where a conflict is created by virtue of an employee's promotion to vice president.

The relatives of all other employees may work at the same business unit, but may not report, directly or indirectly, to one another; nor may a relative hold a position in which he/she can directly or indirectly affect the compensation, evaluation, promotion or other job opportunities of another relative.

The term "relative," as used in this policy, includes any child, step-child, parent, step-parent, spouse, domestic partner, sister/brother, step-sister/brother, aunt/uncle, niece/nephew, cousin, grandparent/grandchild, mother/father-in-law, sister/brother-in-law and daughter/son-in-law.

PERSONAL RELATIONSHIPS

The Company recognizes that close relationships may exist or develop between employees. To prevent favoritism, the appearance of favoritism, or conflicts of interest premised upon personal relationships that are romantic in nature, supervisory/managerial employees should be mindful of the following:

- ~~22~~ The Company discourages romantic relationships between employees at the supervisory/managerial level and above and any other employees, where the supervisory/managerial employee directly or indirectly supervises, or could affect the compensation, evaluation, promotion, or job opportunities of the employee with whom he/she is having the romantic relationship.
- ~~22~~ Romantic relationships between employees and persons employed by Company competitors, suppliers, or customers may also create actual or perceived conflicts of interest where the Company employee's job duties could enable him/her to influence or favorably affect the outside party's compensation, contracts, order, billings or other business dealings.

Employees must inform their supervisor/manager as soon as they become aware of or involved in a relationship that might create actual or perceived favoritism or is in conflict with the best interests of the Company. This will allow a determination of whether a problem exists, and if so, what action is appropriate under the circumstances. Failure to disclose a relationship violates this policy.

PERSONAL LEAVES OF ABSENCE

Under certain circumstances, employees may be granted an unpaid leave of absence. Leaves will be granted at the Company's sole discretion, unless otherwise required by law. Such personal leaves typically are granted only under unusual circumstances and require the written advanced approval of your department director and Human Resources. Generally, personal leaves are granted only after all paid time has been used and must be for a specific period of time. You may not engage in other employment during the leave. During a personal leave, you will continue to be eligible for coverage under Company benefit plans, according to the terms of the plans, but you may have to pay full premiums. If you do not return to work within three working days after an approved leave expires, you may be considered to have voluntarily terminated your employment.

SAFE AND SECURE WORKPLACE

Tribune is committed to maintaining a safe work environment free of all forms of violence, including verbal and physical threats, intimidation, abusive behavior, and harassment. In an effort to maintain the safety and security of our employees, our visitors, and those with whom we do business, Tribune has a policy to specifically address violence in the workplace and has created these guidelines for the reporting of incidents.

Individuals who engage in conduct prohibited by this policy may be subject to disciplinary action, up to and including immediate termination, and may be reported to law enforcement. In addition, under this policy, all employees are responsible for reporting acts or threats of violence to their supervisor, Human Resources, or Security.

Prohibited Conduct

Tribune prohibits any acts or threats of violence committed by or against Company employees, consultants, customers, vendors, or others on Company premises or through Company communications equipment, nor will the Company tolerate or condone any acts or threats of violence by or against Company employees while engaged in business on behalf of the Company.

This list of behaviors, while not exhaustive, provides examples of conduct that is prohibited:

- ~~///~~ Causing physical injury to another person;
- ~~///~~ Fighting, hitting, biting, kicking, pushing, or shoving another person;
- ~~///~~ Threatening, intimidating or bullying another person or his/her family, friends, associates or property;
- ~~///~~ Behaving in an aggressive or hostile manner that creates a reasonable fear of injury to another person;
- ~~///~~ Intentionally damaging Company property or property of another employee on workplace premises;
- ~~///~~ Committing acts motivated by, or related to, domestic violence on Company premises;
- ~~///~~ Creating a hostile and intimidating work environment;
- ~~///~~ Bothering someone by following or with an excessive number of visits, calls, pages, faxes, e-mails, letters, or gifts;
- ~~///~~ Behaving in a lewd manner or making/sending obscene or inappropriate calls, pages, faxes, e-mails, letters, gifts, or graffiti.

In an effort to maintain the safety and security of our employees, visitors, and those with whom we do business, Company employees are prohibited from carrying weapons or other inherently dangerous instruments on Company property, including but not limited to parking areas and facilities, or while engaged in Company business off the premises, regardless of any state permit to carry a weapon. Any employee who violates this policy may be subject to disciplinary action, up to and including immediate termination.

Reporting Procedures

Any situation recognized as potentially dangerous must be reported immediately to your supervisor, Human Resources, or a Security Manager. Every employee has an obligation to report conduct in the workplace that is reasonably believed to be suspicious or dangerous, regardless of the alleged

Dennis J. FitzSimons
Chairman, President and
Chief Executive Officer
312/222-3373

TRIBUNE

Tribune Company
435 North Michigan Avenue
Suite 2300
Chicago, Illinois 60611-4066
fax: 312/222-3203
e-mail: dfitzsimons@tribune.com

January 18, 2005

Dear Fellow Employees:

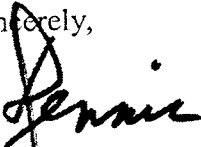
Tribune Company has guiding values that are integral to the way we conduct our business. One of these values is integrity, which we view as a personal commitment to be reaffirmed every day. That's why we start off each year by re-issuing our written commitment to maintaining a work environment free of employment discrimination and harassment.

Attached to this letter is a copy of Tribune Company's Equal Opportunity and Harassment policies. In providing equal opportunity for all employees, we have "zero tolerance" for all forms of harassment. Acts of discrimination and harassment have no place in our company, and it is the responsibility of all supervisors to properly stress and enforce these policies.

We hope that situations of this nature will not arise, but should one occur, the policy includes a complaint procedure. You should know that we investigate and resolve complaints in a prompt and thorough manner and make every effort to ensure confidentiality throughout the process. Our policies also prohibit retaliation against anyone who alleges a violation of our policies.

Thank you for helping achieve our goal of continuing to provide a productive work environment.

Sincerely,



Dennis FitzSimons

Enclosure

TRIBUNE

Statement of Equal Opportunity Policy

Tribune Company believes in equal employment opportunities for all, regardless of race, color, religion, sex, national origin, age, sexual orientation, disability or any other legally protected classification. It is the Company's policy to hire and promote the most qualified applicants and to comply with all federal, state and local equal employment opportunity laws. Tribune Company also is committed to maintaining a work environment free of all forms of employment discrimination and/or harassment.

This policy governs employment and all the Company's terms and conditions of employment, including, but not limited to, policies and practices affecting recruitment, recruitment advertising, hiring, promotion, demotion, termination, transfers, reclassification, selection for training, compensation, benefits, Company-sponsored educational programs and all other aspects of employment. Our Harassment Policy also extends to every aspect of the work environment, including abuse of electronic mail and all other forms of communications.

Statement of Harassment Policy

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The Company prohibits any employee, co-worker, supervisor, manager, outside vendor, consultant, customer, agent, officer or director of the Company from harassing any Company employee or applicant. The Company views such actions as extremely serious misconduct. It is the responsibility of each employee to ensure that these prohibited activities do not occur. Violations of this policy will result in disciplinary action, including possible discharge.

Further, the Company believes harassing conduct or language directed at Company employees by outside vendors, consultants, etc., is an affront to Tribune Company business ethics, beliefs and practices. As a representative of Tribune Company, you should state that harassing conduct or language violates Company policies. Similarly, you are prohibited from engaging in any harassing conduct toward outside vendors, consultants, customers or others.

If you feel that you have been or are being harassed, or have witnessed any conduct inconsistent with this policy, you are to immediately bring it to the attention of your department head, to human resources at your business unit or if you prefer, to Luis Lewin, senior vice president/human resources of Tribune Company. Mr. Lewin may be reached at 312/222-4581. Complaints will be investigated and resolved in a thorough and timely manner. Every effort will be made to ensure confidentiality throughout the complaint/investigation process to the greatest extent possible. Retaliation against anyone who complains of harassment, who provides information relating to such complaints or who otherwise cooperates in any harassment investigation is in itself a violation of this policy. Employees who experience or witness any conduct they believe to be retaliatory are to immediately follow the reporting procedures stated above.

Dennis J. FitzSimons
Chairman, President and
Chief Executive Officer
312/222-3373

TRIBUNE

Tribune Company
435 North Michigan Avenue
Suite 2300
Chicago, Illinois 60611
fax: 312/222-3203
e-mail: dfitzsimons@tribune.com

March 1, 2006

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TRIBUNE

Declaración de política sobre igualdad de oportunidades

Tribune Company cree en la igualdad de oportunidades de empleo para todos, sin consideración a la raza, color de piel, religión, sexo, origen nacional, edad, orientación sexual, incapacidad o cualquier clasificación protegida por las leyes. Es la política de la compañía contratar y ascender a los aspirantes de empleo y empleados más calificados en cumplimiento de todas las leyes federales, estatales y locales sobre la igualdad de oportunidad de empleo. Tribune Company también tiene el compromiso de mantener un ambiente de trabajo libre de toda forma de discriminación y/o acoso contra los empleados.

Esta política rige todos los términos y condiciones de empleo de la compañía, incluyendo, pero sin limitarse a, políticas y prácticas que afectan la manera como reclutamos a empleados, la publicidad para reclutar empleados, contratación, ascenso o descenso o terminación laboral, transferencias, reclasificación, selección para el entrenamiento o capacitación, recompensación, beneficios, programas educativos patrocinados por la compañía y cualquier otro aspecto del empleo. Esta política de "cero tolerancia" también se extiende a cada aspecto del ambiente de trabajo, incluyendo el uso indebido del correo electrónico y todas las demás formas de comunicación.

Declaración de política sobre acosos

Tribune Company tiene el compromiso de proporcionar a sus empleados un ambiente profesional de trabajo, libre de toda forma de acoso, basado en la raza, color de piel, religión, sexo, origen nacional, edad, orientación sexual, incapacidad o cualquier clasificación protegida por las leyes. Tenemos la política de "cero tolerancia" para dichas conductas. Este compromiso se compagina con la política y la práctica de igualdad de oportunidades de empleo de la compañía, así como se compagina con los estatutos y normas reguladoras aplicables.

Toda conducta, ya sea, verbal, física, o visual, que cree un ambiente de trabajo hostil, ofensivo o intimidante constituye un acto de acoso, incluso si la conducta es percibida razonablemente como acto de acoso por alguna persona. El acoso incluye, pero no se limita a lo siguiente:

- Los insultos físicos o verbales (comentarios denigrantes o insultantes)
- Bromas o chistes despectivos o impropios
- Difamaciones (por motivo de la raza, el origen étnico, religión, sexo, edad, etc.)
- Contacto físicos indeseados de cualquier naturaleza
- Burlas, dirigidas a provocar a un empleado o empleada
- Presentación o circulación de materiales escritos o imágenes (en papel, por correo electrónico, etc. que sean denigrantes para hombres o mujeres, personas con incapacidades, grupos raciales o religiosos u otros grupos protegidos por la ley
- Las acusaciones y quejas injustificadas o infundadas elevadas contra un compañero de trabajo con la intención de desacreditar, acosar o causar algún daño a ese empleado
- Insinuaciones sexuales indeseadas y desagradables
- Las peticiones de favores sexuales usadas como condición de empleo o que afecten cualquier decisión sobre el personal como, por ejemplo, la contratación, ascenso, transferencia, evaluación de rendimiento, remuneración, etc.
- Las oportunidades o beneficios de empleo concedidos a un empleado en perjuicio de otro empleado como resultado de la sumisión o el rechazo de tales insinuaciones sexuales.

La compañía prohíbe los actos de acoso por parte de los empleados, compañeros de trabajo, supervisores y gerentes, proveedores externos, consultor, cliente, agente, oficial o director de la compañía de acosar cualquier empleado o aspirante de la compañía. Todo empleado tiene la responsabilidad de asegurarse de que no ocurra ninguno de dichos actos prohibidos. Las violaciones a esta política acarrearán medidas disciplinarias, incluyendo el posible despido.

Además, la compañía cree que las conductas o los actos verbales de acoso dirigidos contra los empleados de la compañía por parte de proveedores externos, asesores, etc. es una ofensa para las creencias, prácticas y políticas éticas empresariales de Tribune Company. Como representante de Tribune Company, usted debe saber que la conducta o los actos verbales de acoso violan las políticas de la compañía. En forma similar, se prohíbe que los empleados cometan actos de acoso contra proveedores externos, asesores, clientes y demás personas.

Si usted cree que ha sido acosado o esté siendo acosado, usted debe presentar una queja inmediatamente ante el departamento de recursos humanos local o, si usted prefiere, a su supervisor, gerente o jefe de departamento. Investigaremos y resolveremos las quejas en forma concienzuda y oportuna. Haremos el mayor esfuerzo posible para garantizar la confidencialidad durante todo el proceso de presentación de la queja y su investigación. Tomar represalias contra cualquier persona que presente una queja de acoso es en sí mismo una violación de esta política.

LOCAL POLICIES

DISCLAIMER

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This handbook is intended to provide a general overview of Tribune and/or its business units' policies and benefits and does not represent a comprehensive review of all such policies and benefits, and, with the exception of the policy of at-will employment, these policies may be changed from time to time at the Company's sole discretion. To ensure that you are using the most recent version of this handbook, you should consult the Web site at **triblink.trb**. Violations of any of the policies in this handbook could result in corrective action, including termination of your employment. This handbook replaces and supersedes all prior handbooks, policies or other information you may have received concerning your employment.

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EMPLOYMENT

NEW EMPLOYEE ORIENTATION

To help you get off to a good start, Dallas/Ft. Worth's WB conducts an orientation program for all new employees. This program generally includes assistance in completing employment-related forms, review of benefits information and presentations designed to introduce you to the Company. In addition to the Company orientation program, your supervisor/manager will typically introduce you to your co-workers and working environment. He/she will also discuss your job, work schedule and other important information with you.

applicable state law. You may not add rest period time to your lunchtime, nor use rest or meal periods to shorten your workday or incur overtime without the prior approval of your supervisor/manager.

CONDUCT AT WORK

JOB POSTING

Dallas/Ft. Worth's WB encourages its employees to apply for job openings for which they are qualified within the Company. Applications are available on Inside Track and can be electronically submitted to the applicable recruiter with a notification to the employee's supervisor/manager. Human Resources can also provide applications.

Employees will be considered for open positions if they meet the job requirements and satisfy the Company internal application requirements. Generally, to be considered for an open position, an employee must have been employed with the Company for at least one year and in the present position at least 6 months. Eligibility is limited to employees whose most recent performance rating is "meets standards" or better and who have had no written corrective action in the previous 6 months.

LEAVING THE COMPANY

If you resign, the Company asks that you give your supervisor/manager two weeks' written notice. Otherwise, you may not be eligible for rehire.

When your employment ends, you will need to return all Company property. Company property includes but is not limited to the following:

- Keys to your desk, office and other Company areas
- I.D. badge, building access cards and press badges
- Parking permits and parking access cards
- Computers and other hardware, software and data files; you must also relinquish computer passwords/sign-on and identify and provide access to pass-word protected files
- Cellular telephones, blackberries/personal digital assistants and pagers
- Credit cards and telephone calling cards
- Money owed to the Company, including advances and expense balances and outstanding expense reports
- Handbooks and Manuals

Your supervisor/manager will arrange for you to receive your final paycheck and may schedule you for an exit interview with Human Resources. That meeting will generally cover the status of your benefits, including the options you have to extend health coverage.